

U.S. Department of Justice
Attorney Student Loan Repayment Program
FY 2003

ELIGIBILITY WORKSHEET

To be eligible to receive an Attorney Student Loan Repayment Program (ASLRP) incentive, **your loans** must qualify, **your position** must qualify, and **you** must qualify. Answering the questions on this worksheet will help you determine whether you meet all of these tests. ASLRP is a Department recruitment and retention incentive program, not an entitlement. If eligible, you may submit a Request for Consideration for the ASLRP. A Department-level panel will review and act on all requests.

Additional details on ASLRP, the Policy, Service Agreements, the Request for Consideration, and Frequently Asked Questions are posted on the OARM web-page at www.usdoj.gov/oarm.

Part I: Loan Eligibility

1. Do you have one or more outstanding student loans for a course of study that you have not yet completed?	Yes		ASLRP is not available for loans issued in conjunction with a course of study that is not completed. Move on to question 2.
	No		Go to Question 2.
2. Do you have any other outstanding student loans for a course of study that you have completed?	Yes		Go to Question 3.
	No		Stop here. Your loans are not eligible for ASLRP at this time.
3. Is at least one of your outstanding student loans one of the following types?	Check all that apply and go on to question 4.		
• Federal Family Education Loans (FFEL)			
• Subsidized Federal Stafford Loans			
• Unsubsidized Federal Stafford Loans			
• Federal Consolidation Loans			
• William D. Ford Direct Loan Program (Direct Loans)			
• Direct Subsidized Stafford Loans			
• Direct Unsubsidized Stafford Loans			
• Direct Subsidized Consolidation Loans			
• Direct Unsubsidized Consolidation Loans			
• Federal Perkins Loan Program			
• National Direct Student Loans (made before July 1, 1972)			

• National Direct Student Loans (made between July 1, 1972 and July 1, 1987)		
• Perkins Loans (made after July 1, 1987)		
• Loans for Disadvantaged Students (LDS)		
• Primary Care Loans (PCL)		
• Nursing Student Loans (NSL)		
• Health Professions Student Loans (HPSL)		
• Health Education Assistance Loans (HEAL)		
• None of the above		Stop here. You have no loans eligible for ASLRP.
4. Did you take out these loans in your name and use the proceeds to pay costs you incurred?	Yes	Move on to question 5.
	No	Unless <u>you</u> took out at least one of the loans checked above and used proceeds to pay costs <u>you</u> incurred, you are not eligible for ASLRP. ASLRP is not available to repay loans taken out by other individuals on your behalf, or loans you took out on behalf of a spouse or other person. Stop here if you do not meet this requirement.
5. Does the total outstanding balance of the loans that <u>you</u> took out to pay costs <u>you</u> incurred equal \$10,000 or more?	Yes	Your loan qualifies for ASLRP. Go on to Section II, Position Eligibility.
	No	Stop here. You are not eligible for ASLRP. Department policy requires a minimum qualifying debt balance of \$10,000.

Part II: Position Eligibility

Complete Section II only if:

- at least one of the loans in Section 1 is eligible, and
- the outstanding balance(s) total \$10,000 or more.

NOTE: If you currently are employed by the Department, you are requesting ASLRP on the basis of retention. If you have not yet entered on duty, you are requesting ASLRP on the basis of recruitment.

1. Are you assigned to or being hired into an attorney position?	Yes	Move on to question 1a
	No	Stop here. Your position does not qualify for ASLRP.

1a. If you are being hired into an attorney position (e.g., are not a current employee), are you currently employed by another Federal agency?			Stop here. ASLRP may not be offered to recruit from another Federal agency.
	No		Move on to question 2.
2. Are you on or being hired into a permanent appointment?	Yes		Move on to question 5.
	No		Move on to question 3.
3. Are you on or being hired into a term appointment?	Yes		Move on to question 3a.
	No		Move on to question 4.
3a. Does your term appointment expire in less than 3 years from the period July 15 through September 30, 2003?	Yes		Insert the date your term appointment ends: You will not qualify for ASLRP unless there is at least 3 years remaining on your term from the date the first payment is made. Payments will be made between July 15 and September 30, 2003. Continue to question 5.
	No		Move on to question 5.
4. Are you now or will you be a temporary employee serving on an appointment leading to conversion to term in excess of 3 years or a permanent appointment (i.e., new Honors Program attorney not in a clerkship or fellowship)?	Yes		Move on to question 5
	No		Move on to question 5.
5. Are you now or will you be serving on detail from another agency or a SAUSA or an AUSA serving on a time limited or temporary appointment?	Yes		Stop here. You do not qualify for ASLRP.
	No		Move on to question 6.
6. Are you or will you be a political appointee or a Schedule C employee?	Yes		Stop here. You do not qualify for ASLRP.
	No		Move on to question 7.
7. Is your position listed in Appendix A of the ASLRP Policy?	Yes		Move on to question 8.
	No		You must request consideration on a case-by-case basis. Move on to Part III.

8. Does Appendix A list any Additional Qualifying Criteria for your position?	Yes		Move on to question 9.
	No		Stop here. Your position is pre-qualifying. Move on to Part IV.
9. Do you meet the Additional Qualifying Criteria listed for your position?	Yes		Stop here. Your position is pre-qualifying. Move on to Part IV.
	No		You must request consideration on a “case-by-case” basis. Move on to Part III.

PART III: Position Eligibility Based on Case-by-Case Determinations

Complete Part III only if the result of Part II indicates that you must request consideration for ASLRP on a case-by-case basis.

1. Have you prepared a justification using guidelines in Appendix C of the ASLRP Policy?	Yes		Move on to question 2.
	No		Prepare a written justification using guidelines in Appendix C, ASLRP Policy, then move to question 2.
2. Does your justification include either <ul style="list-style-type: none"> The basis for a determination of high or unique qualifications, or The special need of the Department for your services? 	Yes		Move on to question 3.
	No		If you cannot justify receipt of ASLRP under one of those categories, then you are not eligible.
3. Are you currently employed by the Department?	Yes		Move on to question 3a.
	No		If, after completing Part IV, you are eligible, submit your justification along with your Request for Consideration (and all required documents) through supervisory channels for endorsement, then to OARM. Move on to Part IV.
3a. Does your justification address the extent to which your departure would affect the Department’s ability to carry out an activity or perform a mission-essential function?	Yes		If, after completing Part IV, you are eligible, submit your justification along with your Request for Consideration (and all required documents) through supervisory channels for endorsement, then to OARM. Move on to Part IV.

	No	Add that information to your justification before moving on to Part IV. If you are eligible after completing Part IV, submit your justification along with your Request for Consideration (and all required documents) through supervisory channels for endorsement, then to OARM.
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PART IV: Personal Eligibility

1. Are you in default on <u>any</u> Federal student loan(s)?	Yes	Stop here. You are not eligible for ASLRP.
	No	Move on to question 1a.
	Don't know	Stop here. You must determine the status of all your Federal student loans before requesting ASLRP. If you are in default, you must take corrective action before requesting ASLRP.
1a. Do you have a current letter from each loan holder or loan servicing organization that reports your loan status as current and in good standing? Does the letter include the loan balance?	Yes	Move on to question 2.
	No	Stop here. You must submit a current letter reflecting the status and balance of each loan with your request for consideration.
	Don't know	Stop here until you verify. You must submit a current statement reflecting the status and balance of each loan with your request for consideration.
2. Have you been subject to any employment-based disciplinary or adverse administrative action within the preceding two years?	Yes	Stop here. You are not eligible for ASLRP at this time. You may not request consideration for ASLRP until two years after the end date of any disciplinary action.
	No	Move on to question 3.

3. Did you receive at least a “fully successful” level of performance under Part 430 of Title 5, CFR (or a similar level of performance under another applicable performance management system) on your last performance evaluation?	Yes		Move on to question 4.
	N/A		(Applies only if you have not been an employee long enough to trigger an evaluation). Move on to question 4.
	No		Stop here. You are not eligible for ASLRP.
4. Are you the subject of a Performance Improvement Plan (PIP); or a Last Chance Agreement; or an Abeyance Agreement, or a Memorandum of Understanding (between management and a union with bargaining rights over conditions of employment)?	Yes		Stop here. You are not eligible for ASLRP at this time.
	No		Move on to question 5.
5. Are you willing to sign a valid service agreement for a minimum of three years, to begin with the first incentive payment?	Yes		You are eligible to request ASLRP.
	No		Stop here. You are not eligible for ASLRP unless you sign a Service Agreement with a 3-year commitment.